

## AEROSPACE WEAPON SYSTEMS GROUP (DSCC-A)

### MISSION:

Provides integrated materiel support to Department of Defense (DoD) units of Civil Agencies for assigned weapon systems and National Stock Numbers (NSNs). Responsible for integrating materiel management, procurement, technical review and quality assurance into a coordinated approach for aircraft weapon system support.

### FUNCTIONS:

1. Consolidates Groups responses to inquiries and reports including Congressional inquiries, General Accounting Office (GAO) and DoD Inspector General Reports, and management reviews.
2. Functions as coordinator for group suggestion evaluation program.
3. Administers personnel awards within the Application Group.

## AEROSPACE WEAPON SYSTEMS SUPPORT UNIT (DSCC-AA)

### MISSION:

Provides operational control and support to the director to accomplish responsibilities for materiel management of assigned items and to provide the necessary planning and support to the Aerospace Application Group to satisfy customer requirements. Implements Small and Disadvantaged Business, Economic Utilization, and other programs. Establishes and maintains long-term contracts for applicable commodities. Develops and establishes contract quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Provides operational control and support to the director to accomplish responsibilities for materiel management and technical operations for assigned Weapon Systems

### FUNCTIONS:

1. Assures the implementation of DoD, Defense Logistics Agency (DLA), Defense Supply Center (DSC), and inter-directorate policies, procedures, plans, and programs.
2. Participates in coordinating conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.
3. Coordinates and administers the group's Diminishing Manufacturing Sources Materiel Support Program.
4. Administers the Customer Depot Complaint System for the group.
5. Participates, as directed and in concert with HQ DLA, with the Military Services in preparing Integrated Logistics Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
6. Serves as the Aerospace focal point for collaboration with the military services, contractors, and/or HQ DLA on all major provisioning programs, affecting the Group.

7. Coordinates maintenance of the Department of Defense Activity Address Directory (DoDAAD) for the group.

1110 AEROSPACE TRANSPORTS AND BOMBERS TEAM (DSCC-AAA)  
HELICOPTER TEAM (DSCC-AAB)  
FIGHTER TEAM (DSCC-AAC)  
GROUND ATTACK/TRAINER TEAM (DSCC-AAD)

#### MISSION:

Accomplishes mission responsibilities involved in the administration and performance of the Procurement, Requirements Contract, Quality Assurance, Materiel Management, and Technical Services functions for the assigned portion of the Aerospace Weapon Systems Group mission.

1111 TRANSPORTS/GUNS CORE TEAM (DSCC-AAAA)  
BOMBER CORE TEAM (DSCC-AAAB)  
TRANSPORT CORE TEAM (DSCC-AAAC)  
HELICOPTER CORE TEAM A (DSCC-AABA)  
HELICOPTER CORE TEAM B (DSCC-AABB)  
F-16 CORE TEAM (DSCC-AACA)  
F-15 CORE TEAM (DSCC-AACB)  
TRAINER CORE TEAM (DSCC-AADA)  
F-18 CORE TEAM (DSCC-AADB)  
GROUND ATTACK CORE TEAM (DSCC-AADC)

#### FUNCTIONS:

##### (PROCUREMENT)

1. Participates in contracting planning.
2. Evaluates contracting packages in order to identify and coordinate resolution of deficiencies.
3. Determines method of contracting and appropriate contract clauses.
4. Determines range of competition to be solicited.
5. Implements the Small Business and Disadvantaged Business Utilization Programs.
6. Solicits bids, proposals, and quotations.

7. Evaluates bids, proposals, and quotations, and determines responsibility of prospective contractors.
8. Conducts negotiations on price, type of contract and other contractual provisions.
9. Obtains required contract approvals and clearances.
10. Provides contractually for progress, advance, and other financial arrangements to contractors.
11. Provides contractually for performance and payments bonds as appropriate.
12. Awards contracts and places purchase and delivery orders.
13. Issues contract modifications for Small Business/Labor Surplus Area Set Aside Awards and Option Exercises.
14. Screens and purifies Bidder's Lists periodically to assure effectiveness and economy in coordination with the appropriate SCE office.
15. Assumes Procuring Contracting Officer (PCO) functions immediately after awards have been issued; responds as PCO to all inquiries from contractor Contract Administrative Services (CAS) elements, and requisitioning activities.
16. Performs post-award actions as noted below and as otherwise provided in the Defense Federal Acquisition Regulation Supplement (DFARS), Federal Acquisition Regulation (FAR), and implementing guidance.
17. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract Review Board hearings on contract disputes.
18. Reviews and approves changes to contracts. Issues contract and purchase order modifications, Change Orders, Supplemental Agreements, and shipment diversion. (Small Business/Labor Surplus Area Set-Asides and Option Exercises and contract modification affecting new acquisition will be issued by the Contracts Division.)
19. Handles processing of performance bonds.
20. Processes Progress and Advance Payments, Guaranteed Loans, and other financial arrangements. Negotiates for and prepares modifications of contracts to provide above financial arrangements by Supplemental Agreement when required.
21. Evaluates and approves subcontractors for existing contracts as required.
22. Issues Show Cause Letters, Cure Notices, and Terminations for Convenience/Default. Issues cancellation/withdrawal actions on purchase orders.
23. Obtains contract performance data; monitors, processes, and expedites contracts, delivery, and purchase orders; develops contract status information. Responds to inquiries by requisitioning activities relative to status of contract actions.
24. Receives, processes, and files all completed contractual documents and related correspondence; maintains all contract folders, contractor suspense and locator files; and processes contract files for retirements.
25. Maintains liaison with field post-award and production elements.
26. Initiates and processes to conclusion necessary warranty actions, as appropriate.
27. Coordinates management action with field post-award organization when delegation exists.
28. Participates in conferences and seminars with higher echelon/professional educational organizations, field post-award offices and with customers to enhance mission effectiveness.

29. Takes action to resolve deficiencies reported by Procurement Data Package Recommendation/Deficiency Reports (DD Form 1716).
30. Initiates actions to resolve delinquents awards on F-38 Report.
31. Participates in the value Engineering/Analysis Cost Reduction Programs.
32. Performs ongoing reviews; and takes actions to uncover fraud, waste and abuse (substitution, fast pay violations, defective items, etc.)
33. Identifies and advises management of contractors having deficient performance problems. Maintains close surveillance and provides feedback.
34. Detects and reports suspected overpricing to the Pricing Officer.
35. Recommends placement of contractors having serious performance deficiencies on internal DSCC Contractor Review List (DCRL). Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.
36. Initiates and assists Counsel involving suspension/debarment actions against contractors suspected of fraud or other serious contract violations.
37. Executes Emergency Supply Operations Center (ESOC) diversions and expedite action.
38. Provides Contracting Officer support to the Division by preparing modifications, premium pay justification, diversion modifications, etc. in support of the (ESOC).
39. Maintains suspense for bilateral award documents, following up to contractor as required, pending receipt of signed contractual documents.
40. Distributes and mails all procurement documents, solicitations, awards, purchase orders, modifications, etc., in accordance with distribution schedule.
41. Performs validation and coding for various procurement actions.
42. Controls Automated Data Processing (ADP) input/output for the directorate; prepares ADP input on large purchase requests, in preparation for solicitation, modifications, contracts, options, and DD Form 350 and resolves receptions thereto.
43. Performs quality check for all purchase documents entered into Standard Automated Material Management System (SAMMS).
44. Reviews modifications and post-award actions and prepares SAMMS subsystem post-award input.
45. Performs reconciliation of contracting and production input to the commitment award, billing, payment requisition status, requirements and distribution files.
46. Performs reconciliation of contracting and production input to the commitment award, billing, payment requisition status, requirements and distribution files.
47. Processes modifications for reproduction and assures distributions.
48. Assigns Procurement Instrument Identification Numbers (PIINs) via Standard Automatic Material Management Telecommunications System (SAMMSTEL) inputs and maintains PIIN register.
49. Prepares and forwards notices to unsuccessful bidders/hoverers.
50. Prepares notices for Commerce Business Daily, as required.
51. Reviews and forwards Letter Notice of Award.
52. Process request to rebuild purchase requests and reinstate into SAMMSTEL to complete close out administrative procedures.

53. Performs edit of all large purchase solicitations, Invitation for Bids (IFBs), Request for Proposals (RFPs), and resulting awards.
54. Validate solicitation documents for proper inclusion, revision and new provision/clauses to include RFPs and sealed bids thereto as required.
55. Processes award documents consisting of contracts, purchase orders, delivery orders, Blanket Purchase Agreement (BPAs), calls and modifications including options and set-asides.
56. Maintains current all regulations and implementation of regulations to assure all documents are accurate and in accordance with existing procedures.
57. Verify contract worksheets and preparation of distribution forms.
58. Establish cut off date for processing solicitation and bilateral SF26 at conclusion of each fiscal year.
59. Executes and administers Long Term Contracts.
60. Assists contractors in EC/EDI in Paperless Ordering Placement System (POPS) Program and contracts.

## QUALITY ASSURANCE

1. Develops/determines and tailors the following contract quality assurance provisions to meet the needs of each contract:
  - a. Determines a need for verification inspection/testing that must be performed to demonstrate compliance with technical requirements, including packaging, when such inspections, Supplementary Quality Assurance provisions, tests and sampling plans are not provided by the Military Services. Collaborates with the DSCC Test Laboratory, Center elements, and Military Services, as necessary.
  - b. Determines the appropriate type of contract quality requirement (e.g., Standard Inspection, MIL-I-45208, MIL-Q-9858) the contractor must establish and implement.
  - c. Determines place of inspection and acceptance where the Government reserves the right to perform contract quality assurance actions.
  - d. Determines first article inspection requirements for inclusion in contracts. Participates in first article inspection when necessary.
  - e. Determines test, measuring and diagnostic equipment calibration requirements for inclusion in contracts.
  - f. Reviews and evaluates shelf life requirements for inclusion in contracts.
  - g. Establishes bid sample requirements in contracts. Technically evaluates sample and furnishes recommendations for approval/disapproval to contracting officers.
2. Determines need for and participation in pre-award surveys and post-award conferences and evaluates subsequent reports.
3. Prepares and issues Quality Assurance Letters of Instruction to inspection activities/depts on contract quality requirements.

4. Performs Quality Systems Management Visits to evaluate the adequacy of technical requirements and product conformance, provides technical guidance, and resolves quality problems.
5. Evaluate requests for waivers and deviations, coordinates position, as appropriate, and recommends approval/disapproval to contracting officers.
6. Investigates, resolves, takes corrective action, and responds to customer/depot complaints which report product or packaging quality deficiencies.
7. Establishes, maintains and uses quality history data by item, contractor and specification via Quality Evaluation Program (QEP), Customer Depot Complaint System (CDCS), and other Automated Information Systems (AIS).
8. Identifies and/or resolves quality assurance problems with the contract technical data package (e.g., specifications, drawings, and other technical data).
9. Identifies need for laboratory testing (e.g., support of customer complaint resolution) and requests such testing through Operations Support and Testing Group.
10. Evaluates inspection and test results/reports for compliance to specified requirements and recommends approval/disapproval to contracting officers.
11. Develops quality assurance storage standards for depot level quality control program.
12. Develops or assists in the development of quality assurance guidance, procedures, and programs for assigned group functions to implement HQ DLA/DSCC/group policy and objectives.
13. Develops DLA-specialized commodity training or technical guidance for field contract administration services and depot Quality Assurance personnel.
14. Reviews Section 4 of product specifications and recommends improvement in support of the DLA assigned mission of the DoD Standardization Program through the Center Standardization element.
15. Provides technical guidance and support to DLA Laboratories and depots on calibration and metrology matters.
16. Controls and conducts quality performance evaluation of the Quality Vendor Program (QVP) applications and attends intra-Center meetings, as necessary.
17. Coordinates Center participation in the QVP to establish competition initiatives with other functional directorates. Maintains close surveillance and recommends addition/removal or other actions as vendor performance improves/deteriorates.
18. Serves as the Center focal point for quality deficiency report status inquiries from military customers. Conducts research necessary to resolve status requests and responds to the customer.
19. Investigates, resolves, takes corrective action and responds to non-conformance identified by DSCC Quality Verification Laboratory in support of Contractor Assessment Product Evaluation (CAPE), Statistical Analysis for Laboratory Testing (SALT) and other DLA directed programs.
20. Provides quality assurance support to DoD or civil agencies as defined in Interservice Support Agreements (ISSAs) and directives.

## MATERIEL MANAGEMENT

1. Reviews management reports and indicators by weapon system and directs actions necessary to ensure meeting supply availability goals. Evaluates Group Weapon Systems Support Program (WSSP) performance/procedures, and provides reports/recommendations to the Director and Commander.
2. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes; identifies and recommends corrective actions.
3. Obtains program and budget data through interface with military services and other customers applicable to group.
4. Executes such program as War Reserve, Special Program Requirements, and the Interservice Supply Support Program.
5. Executes the Materiel Returns Program and the Defense Materiel Utilization Program applicable to the group.
6. Executes, where applicable, the group repair program including priority, economic repair limits, repairs schedules; and develops funding requirements.
7. Coordinates through the Directorate of Corporate Information (DSCC-B) requirements for and adequacy of the production base for peacetime and expansion to meet mobilization conditions essential to assure repair/overhaul support (includes commercial contracts).
8. Executes the group interchangeability and substitutability program.
9. Executes Foreign Military Sales Program (FMS) for group, coordinates through the Directorate of Corporate Information (DSCC-B) with International Logistics Center (ILC), in accordance with the policy and procedure established by DoD and DLA; administers procedures to control shipments below the Recorder Point (ROP) and ROP Bypass Test.
10. Reviews, approves or re-computes, as necessary, forecasts of requirements; and applies intensive management to selected items.
11. Directs stock replenishment action.
12. Directs and controls distribution and redistribution of stocks.
13. Authorizes local purchase actions in situations where current DLA authorization is inapplicable.
14. Assures sound investment of stock fund monies and provides financial management data.
15. Issues disposition instructions for excess stock fund materiel.
16. Approves return of customer excesses or authorizes disposal.
17. Directs recoupment of materiel from property disposal.
18. Authorizes loans of stock fund materiel, including Government Furnished Material (GFM), to contractors.
19. Determines need and directs repair, rebuild, and modification of assigned items.
20. Conducts periodic reviews of supply management data to control and improvement the supply position.
21. Participates in and/or initiates action relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales and related programs.
22. Directs establishment and release of back orders.

23. Executes Materiel Management aspects of Foreign Military Sales (FMS) Program in accordance with established policies and procedures.
24. Directs supply actions on requisition received from non-DoD agencies that are rejected by the computer.
25. Conducts technical operations for designation of substitute or interchangeable items for matters related to Aerospace Group Weapon Systems.
26. Takes action as coordinated by Operations Support & Testing Group for processing actions such as inventory adjustments, RODs, procurements, etc.
27. Recommends termination of existing procurement actions when warranted.
28. Expedites stock buys when actual or potential backorders exist.
29. Reviews management reports and indicators by weapon system and directs actions necessary to ensure meeting supply availability goals.
30. Evaluates group WSSP performance/procedures, and provides reports/recommendations to the Director and Commander.
31. Participates, as directed and in concern with HQ DLA, with the Military Services in preparing Integrated Logistics Support plans and in materiel readiness reviews to determine effectiveness of DLA support to weapon systems.
32. Notifies HQ DLA of problems encountered in support of weapon systems.
33. Serves as the group focal point for collaboration with the Military Services, contractors, and/or HQ DLA on all major provisioning programs affecting the Aerospace Group.
34. Participates in coordinating Weapons Systems conferences both on-Center and off-Center to include participating in development and administration of interagency agreements.

## TECHNICAL SERVICES

1. Reviews proposed specifications, standards and handbooks for Aerospace Group Weapon Systems; prepares comments and submits comments to focal point for consolidation and preparation of a coordinated Defense Supply Center (DSC) position.
2. Provides technical/engineering assistance to requesting agency for performance of item entry control functions.
3. Provides technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for assigned weapon systems and/or Federal Supply Classifications (FSCs).
4. Provides technical/engineering determinations on bids or alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinates in-house determinations with using activities and/or assigned military engineering support activity.
5. Determines necessity for and obtains Military Services authorization for the preparation of engineering drawings. Requests Military Services development of engineering drawings.



6. Determines interchangeability and substitutability of items in support of contracting and supply operations and item entry control.
7. Performs item recoverability studies to determine technical feasibility for repair.
8. Develops, establishes, and maintains the Contracting Technical Data File (CTDF) and the Specification, Drawing, Standards (S/D/T) Record, excluding quality control and packaging data, which identifies technical Aerospace Group Weapon Systems.
9. Provides technical advice on matters pertaining to shelf life codes.
10. Reviews, forwards, maintain suspenses, follow up, and controls internal disposition on all requests for engineering/technical support from the Engineering Support Activity.
11. Collaborates with the military services submitting activity and contractors, as required, to correct inadequate provisioning data in support of technical, cataloging and procurement personnel.
12. Participates in and/or initiates actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales and related programs.
13. Conducts technical operations for designation of substitute or interchangeable items for matters related to Aerospace Group Weapon Systems.
14. Group OPI for determining initial management method for item gains, item management coding, logistics reassignment and provisioning processes for responsible Weapon Systems/FSCs.

#### TAILORED SUPPORT UNIT (DSCC-AB)

##### MISSION:

Provides integrated material support by executing long-term contracts. Responsibility for the acquisition strategy and contract package formulation culminating in an award document. Responsible to synopsise large dollar requirements and forward contract packet for requirement approvals. Addresses all socioeconomic opportunities and receives reviews from Small Business Office. Ensures that all contracts utilize all Federal Acquisition Streamlining Initiatives and any new DSCC/industry innovative provisions or approaches. Carries out the responsibility of post-award functions for awards made by all Aerospace buyers. Carries out the responsibility for line of balance with Aerospace contractors. Assures engineering support for all of Aerospace.

**FUNCTION:** Carries out the responsibilities for long term contracting, the tailored support team, engineering support and post-award/line of balance functions.

## 1210 TAILORED SUPPORT TEAM (DSCC-ABA)

### MISSION:

Responsible for identifying business opportunities and developing Tailored Support Arrangements (TSA) to meet the specific needs of a major DSCC customer. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new support arrangement. Ensures the tailored support arrangement includes provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals.

### FUNCTIONS:

1. Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.
2. Conducts market/industry research to create, expand, and maintain tailored support initiatives. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout all TSTs and supporting Teams/Groups by contributing to a local market research results repository and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends.
3. Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and opportunities for increased support. Determines Performs acquisition management. Prepares for Contract activations (ramp-up) and business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations. Formulates and screens possible tailored support courses of action against all available information and conducts roll-out analysis with customer input to determine the best tailored support solutions.
4. Develops and finalizes customer tailored support strategies. Finalizes Business Case Analyses (BCAs) and completes transition, material management, and acquisition

plans. Facilitates the complete supply chain partnership and commitment of affected customers, vendors, DLA Headquarters and other ICPs. Obtains approvals and submits applicable system change requests (SCR).

5. Implements tailored support strategies. Drafts Statements of Work (SOW) with customer input and develops source selection and planning teams. Defines contractor performance metrics. Prepares solicitations and evaluates offers. Completes total ownership cost analyses and conducts negotiations. Prepares and awards contracts.
6. Performs acquisition management. Prepares for Contract activations (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the success of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

## 1220 LONG TERM AND CORPORATE CONTRACTING TEAM (DSCC-ABB)

### MISSION:

Responsible for identifying business opportunities and developing complex Long Term contracts to meet the specific needs of a major DSCC customer or weapon system. Analyzes alternative business approaches, initiates recommendations, builds consensus, and develops the new contractual support arrangement. Ensures the long-term contracts include provisions to support the war fighter during contingencies, including mobilization. Provides a focus on implementing the DSCC Shift-to-Commercial Business Practices (SCP) initiatives. Performs independent research on a variety of customer requirements to determine ways to improve and expand customer support while moving toward SCP goals. Develops complex Long Term Contracts such as Corporate Contracts or large groupings of items in support of the DSCC SCP initiatives and in support of various Tailored Support Arrangements.

### FUNCTIONS:

1. Develops complex long-term contracts such as Corporate Contracts or significantly large groupings of items based on manufacturing characteristics or manufacturer. These contracts may become part of the DSCC Supply Chain utilized by various TSAs or become their own tailored support for some customers.
2. Conducts customer research to determine the need for new or improved methods of supporting customer requirements. This work includes reviewing and prioritizing the customer base; identifying customer requirements including surge and sustainment; developing an in-depth understanding of customer operations, infrastructure, and priorities; utilizing business acumen in gathering, developing, and analyzing customer data; and establishing customer-focused readiness goals and metrics.

3. Conducts market/industry research to create, expand, and maintain long term contractual support. Reviews and/or researches previously conducted Benchmarking and other customer related studies to identify current practices and trends in the marketplace. Investigates market/industry information available from universities, institutes, and other academic and professional organizations. Conducts contractor site visits to gain first-hand knowledge and corroborate information gained from other sources. Documents and disseminates market/industry information gathered throughout the Agency as well as supporting Teams/Groups by contributing to a local market research results repository and network. Reviews market/industry within DLA business practices and proposes needed changes in local, agency, and department policies when current practices fail to meet current or future market/industry trends.
4. Uses all available approaches to evaluate the supply chain and explore logistic solutions for individual and customer groups. Identifies customer supply chain constraints and verifies customer requirements and forecasts. Determines total support baseline to establish current level of support and opportunities for increased support. Determines business implications by reviewing customer market share impact in comparison to cost benefit and feasibility analyses through detailed logistics modeling and evaluating the impact with all affected local and agency operations.
5. Performs acquisition management. Prepares for Contract activation (ramp-up) and ensures completion of applicable system changes. Implements any applicable rollout plans, monitors contractor performance, and maintains/administers contracts. Resolves any customer support issues. Completes contract closeouts. Monitors and assesses the success of tailored support solutions, maintains contract actions and lessons learned documentation, and disseminates all available information to other workgroups.

#### 1230 POST-AWARD/LINE-OF-BALANCE TEAM (DSCC-ABC)

**MISSION:** Carries out responsibilities for post-award, line-of-balance and engineering support functions.

#### 1231 POST-AWARD CORE TEAM (DSCC-ABCA)

##### **FUNCTIONS:**

1. Assumes PCO function immediately after awards have been issued; responds as PCO to all inquiries from contractor CAS elements, and requesting activities.
2. Performs post-award actions as noted below and as otherwise provided in the DFARS, FAR, and implementing guidance.

3. Administers contractor claims and waivers; resolves contract disputes. In the role of PCO, attends Armed Services Contract Review Board hearings on contract disputes.
4. Reviews and approves changes to contracts. Issues contract and purchase order modifications, Change Orders, Supplemental Agreements, and shipment diversions (Small Business/Labor Surplus Area Set-Asides and Option Exercises and contract modification affecting new acquisition will be issued by the Contracts Division).
5. Handles processing of performance bonds.
6. Processes Progress and Advance Payments, Guaranteed Loans, and other financial arrangements. Negotiates for, and prepares modifications of contracts to provide above financial arrangements by Supplemental Agreement when required.
7. Evaluates and approves subcontractors for existing contracts as required.
8. Issues Show Cause Letters, Cure Notices, and Terminations for Convenience/Default. Issues cancellation/withdrawal actions on purchase orders.
9. Obtains contract performance data; monitors, processes, and expedites contracts, delivery, and purchase orders; develops contract status information. Responds to inquiries by requisitioning activities relative to status of contract actions.
10. Receives, processes, and files all completed contractual documents and related correspondence; maintains all contract folders, contractor suspense and locator files; and processes contract files for retirement.
11. Maintains liaison with field post-award and production elements.
12. Initiates and processes to conclusion necessary warranty actions, as appropriate.
13. Coordinates management action with field post-award organizations when delegations exist.
14. Participates in conferences and seminars with higher echelon/professional educational organizations, field post-award offices and with customers to enhance mission effectiveness.
15. Takes action to resolve deficiencies reported by Procurement Data Package Recommendation/Deficiency Reports (DD Form 1716).
16. Initiates actions to resolve delinquent awards on F-38 Report.
17. Participates in the value Engineering/Analysis Cost Reduction Programs.
18. Performs ongoing reviews; and takes actions to uncover fraud, waste and abuse (substitution, fast pay violations, defective items, etc).
19. Identifies and advises management of contractors having deficient performance problems. Maintains close surveillance and provides feedback..
20. Detects and reports suspected overpricing to the Pricing Officer.
21. Recommends placement of contractors having serious performance deficiencies on internal DSCC Contractor Review List (DCRL). Maintains close surveillance and recommends removal or other additional actions as performance improves or deteriorates.
22. Initiates and assists Counsel involving suspension/debarment actions against contractors suspected of fraud or other serious contract violations.
23. Executes ESOC diversions and expedite action.

24. Provides Contracting Officer support to the Division by preparing modifications, premium pay justification, diversion modifications, etc. in support of the Emergency Supply Operations Center (ESOC).

#### 1232 ENGINEERING SUPPORT CORE TEAM (DSCC-ABCB)

FUNCTIONS: Same as paragraph 1111, Technical Services and line of balance (LOB) functions.

#### 1300 AEROSPACE READINESS AND OPERATIONS UNIT (DSCC-AC)

##### MISSION:

Provides administrative support to the Aerospace Group as required by the Director and Center policies and procedures. Assisting Service customers in resolving high priority requisition problems. Analyzes weapon system readiness and assists the Group in identifying critical degraders and recommends corrective action.

FUNCTION: Acts as a point of contact for the Application Group Director, when dealing with the Corporate Information Office.

#### AEROSPACE ADMINISTRATIVE SUPPORT TEAM (DSCC-ACA)

##### FUNCTIONS:

1. Maintains, analyzes and coordinates Application Group financial management data and develops the operating program/budget for the Application Group, to include justification to support resource requirements.
2. Coordinates and processes all personnel actions for the group.
3. Functions as OPI for the group in the reorganization or realignment of functions.
4. Functions as OPI for the group in the reorganization or realignment of functions.
5. Functions as coordinator in conjunction with the Corporate Information Office in the internal management control and analysis of the group, including position management operations and cost and performance data to determine efficiency and system performance. Participates in/develops statistical charts and management information for group.

6. Performs all centralized administrative support functions essential for operational control and coordination of the group including:
  - a. Coordinates group requirements for space, office moves, facilities, equipment and nonexpendable supplies.
  - b. Responsible for custody of assigned Government-owned property.
7. Performs studies, analyzes information, and prepares narrative reports to make recommendations for changes in policies, procedures, equipment, or to correct ineffective or inefficient procedures for processing of administrative work throughout the group.
8. Coordinates policy and procedures with the Corporate Information Office.
9. Serves as group focal point for all functional matters relating to the use of AIS and microcomputers.
10. Coordinates with other group and Corporate Information Office personnel, functional requirements/descriptions and appropriate justification for systems changes necessary for the group for standard, unique, and microcomputer systems.
11. Provides technical advice and assistance to the group and function managers with respect to AIS.
12. Researches specific AIS problems/products within the directorate to identify cause factors to the degree functional specialists can confirm functional requirements were adequately and properly followed in systems design. Requests assistance from appropriate activity when necessary to resolve problems.
13. Participates or coordinates, as required, in testing of functional AIS programs and program changes and in studies/reviews of functional systems requirements.
14. Coordinates changes to the Reports Format File (RFF).
15. Coordinates Safety Program.
16. Coordinates the development and/or implementation of policies, procedures and programs relative to personnel management and administrative planning with the Application Group.
17. Performs all TASR duties for the Application Group, to include obtaining required systems access and training new team level TASOs.

#### CUSTOMER ASSISTANCE AEROSPACE TEAM (DSCC-ACB)

##### FUNCTIONS:

1. Intensively manages critical supply problems. Manages and controls high priority supply projects and back orders.
  - a. Takes intensive management actions to satisfy critical supply problems by directing that new or additional procurements be made; directs inventories be taken; directs the recoupment of materiel from property disposal; authorizes items or alternate sources; and initiates lateral support.

- b. Serves as the operating and trouble-shooting arm of the activity commander for resolving critical supply problems that impact the worldwide materiel readiness of the Armed Forces.
- c. Coordinates and conducts briefings to Command and other applications on critical supply issues.
- d. Participates on teams to measure, evaluate and improve critical supply problems.

### 1330 AEROSPACE SYSTEMS ANALYSIS TEAM (DSCC-ACC)

#### FUNCTIONS:

1. Performs functional system analysis; monitors the existing system; develops requirements for system changes; coordinates changes to existing system directed by HQ DLA; and provides functional system training for weapon systems support and provisioning, in collaboration with appropriate operating divisions. Assures the implementation of DoD, DLA, DSC, and inter-directorate policies, procedures, plans, and programs.
2. Ensures DSC compliance with the DLA Weapon Systems Support Program (WSSP) concepts and practices for items managed by DLA.
3. Evaluates DSC WSSP performance/procedures, and provides reports/recommendations to the Director and Commander.
4. Notifies HQ DLA of problems encountered in support of weapon systems.
5. Monitors weapon systems provisioning transactions which include review, analysis of output products of the Provisioning Control File (PCF) and coordination among the Operations Support Group, Senior Executive Contracting Group personnel, and the submitting Military Services' Weapon Systems Support Program managers,
6. Collaborates with the Military Services submitting activity appropriate Operations Support Group, and contractors, as required, to ensure correct and adequate provisioning data in support of technical, cataloging, and procurement personnel.
7. Participates in coordinating Weapons Systems conferences both on-Center and off-Center for functional responsibility to include participating in development and administration of interagency agreements.
8. Executes emergency/high priority projects from DLA.
9. Identifies recurring supply problems/recommends corrective action(s). Develops and maintains records of recurring supply problems on a systematic basis; identifies trends; conducts studies to establish causes identifies and recommends corrective actions.
10. As required, provides principal or alternate Top Secret Control, Secret Control and/or Security Officer, Provides classified document control, and administers Group Internal Security Program as prescribed by DLAR 5200.12, DLA Information Security Program.



11. Functions as Office of Primary Interest (OPI) for the group in coordinating assigned portion of Basic Emergency Plan (BEP) and the War Emergency Supply Plans (WESPs).